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Registered-Return Receipt Requested

NOV 17 1959

**President****Subject : Contract No. 643****Gentlemen:**

The subject Contract, in triplicate, is enclosed herewith for your acceptance.

It is requested that all copies of the contract be executed by an authorized official of your organization. Please retain the copy marked "Contractor's File Copy" and return the remaining two copies to this office within fourteen (14) days from the date of this letter. It is important that no erasures or alterations of any kind be made without communicating with this office. Telephone communications can be made to [redacted] however, all written correspondence must be addressed to the undersigned Contracting Officer at the above indicated address.

25X1

Your special attention is called to the article of the contract entitled "Negotiated Overhead Rates". When final rates for each period are determined in accordance with this article, we shall send you an amendment which will incorporate into the contract a schedule setting out the rates and related data as thus determined. Until final rates are determined and subject to adjustment at that time, you will bill and be paid, according to the terms of this article, either at negotiated provisional rates or at billing rates. The distinction between the two is that negotiated provisional rates must be incorporated into the contract by amendment, whereas billing rates may be adopted and changed informally, merely by agreement of the parties. For the latter

**NOTICE**

This material contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, U.S.C., and the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

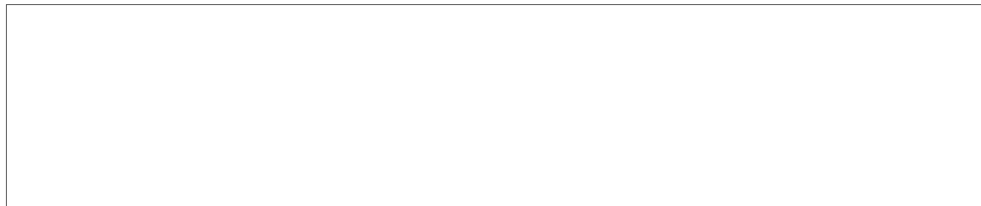
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**SECRET**

reason we suggest that billing rates be used under this contract. The following are proposed as billing rates to be effective from the inception of the contract until changed or superseded pursuant to the terms of the "overhead" article:

**BILLING RATES:**



25X1

If we do not hear from you promptly to the contrary we shall assume that these billing rates are satisfactory to you.

Knowledge of the sponsor's association with this document or the work to be performed thereunder should be limited to an absolute minimum number of persons and this knowledge should be disseminated only on a verbal basis to those employees holding contract security authorization issued by this office and then only on a "need-to-know" basis in order to accomplish the objectives of this contract. Under cover of separate letter you have been or will be advised of all personnel who will be granted contract security authorization. "Secrecy Agreements" should be signed by any individual in the company who will be aware of our interest in this Contract or have physical access to classified documents relating to the Contract.

Also enclosed are "Contractor's Security Agreements", in duplicate, and one copy of "Security Requirements for Contractors", both of which are made a part of the Contract by reference in accordance with the provisions of the Contract. The "Contractor's Security Agreement" should be executed by an official authorized to sign on behalf of your organization and one copy thereof returned to this office. The remaining copy of the "Contractor's Security Agreement", as well as the enclosed "Security Requirements for Contractors" is for your information and guidance. A separate mail log should be established and maintained for all classified documents relating to the contract.

Your attention is invited to the standard Non-Discrimination in Employment Clause set forth in the Contract and the importance of your compliance therewith. This clause is included in our Contract in accordance with a Presidential Executive Order. In this connection, enclosed is the notice entitled "Equal Economic Opportunity" for posting by you in accordance with the Article.

**SECRET**

**SECRET**

In order to insure timely action on various determinations and approvals required to be made by the Contracting Officer under the terms of the subject Contract, it is necessary that all communications, except those involving purely technical matters, be referred directly to the Contracting Officer who has legal responsibility therefor. It is especially important that the following be referred directly to the Contracting Officer:

1. Matters affecting the Contract price.
2. Requests for extension of time.
3. Changes in the work requiring Contract amendments.
4. Payment invoices.
5. Authorization to purchase capital equipment.
6. Authorization enter into specified subcontracts.
7. Authorization for special travel.
8. Requests for follow-up action on any matter concerning the Contract.

You are advised that telephone communications in connection with the above or any other matters of a contract administration nature may be made to

25X1

Except as to Item 4, an extra or drop off copy of the above items should be furnished our Project Engineer. Technical Progress Reports on the other hand, should be prepared in the manner normally practiced by you and submitted directly to our Project Engineer in accordance with his instructions with a copy to the Contracting Officer unless you are advised otherwise.

Very truly yours,

Contracting Officer

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**Enclosures:**

1. Contract No. 643 (3 copies)
2. Secrecy Agreements (8 copies)
3. Security Requirements for Contractors (1 copy)
4. Contractor's Security Agreement (2 copies)
5. Equal Economic Opportunity Notice

**Distribution:**

- Orig. - Addressee  
 1 - 643 (Official)  
 ① - TSS/APD  
 1 - SS/OL  
 1 - ICAD  
 1 - Chrono

OL/PD/R&DCB

(6 Nov 59)

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